

Minutes of Waukesha County Airport Operations Commission
December 12, 2012

Chairman Crowley called the meeting to order at 8:00 a.m.

Other Commissioners Present: Falstad, Schoekpe, Bluemke and Richards.

Others Present: Val Ramos, Airport Administration; Brian Behrens, SCA; Harry Becker, Atlantic Aviation; Kurt Stanich, Interim Airport Manager; Jim Cairns, Bukacek Construction; Ken Witt, Midwest Air Traffic Control; Jim Singer, Flight For Life; Vince Freeborn, Flight For Life; Betsy Forrest, Dept of Public Works; Laura Morland, Mead & Hunt; Greg Stern, Mead & Hunt; Laurie Stein, Stein Aircraft Services; and Ray Dalman, Atlantic Aviation.

Approve modify minutes of November 14, 2012

Motion to approve minutes of November 14, 2012 by Commissioner Falstad with second by Commissioner Schoepke.
Motion passed.

Public Comment/Correspondence

None

Discussion and action on hangar construction plans submitted by Stein Aircraft Services for 2641 Aviation Drive

Stanich – Stein Aircraft Services applied for hangar lot 2641 on the main terminal ramp. They are seeking approval for something that is going to morph into a terminal ramp expansion discussion. Mr. Stanich displayed a drawing of the terminal area developments. The current extent of the ramp as it shows on the drawing (west ramp expansion) the blue portion is the part to be extended. Lot 2641 is right below, all the way against the Safto Hangar (2651 Aviation). Stein's hangar plans are for a 34,000 square foot hangar. These are conceptual plans mostly because they would like to attain the Commission's approval before they move forward. Stein is requesting one lot and half for the actual buildable site to accommodate size of the hangar. Stein has agreed to take two lots and pay a non-developed rate on half of the lot that is not going to be used for an actual building. Atlantic has also taken a lease option agreement on the hangar lot directly to the west of them (2621 Aviation). At this point with the proposed construction for the west ramp, all of the lots have demand for expansion. The way the lot was originally expanded was we did enough to do two hangar lots with the understanding once the demand for those lots had been met/built on, the ramp would be extended to accommodate future hangar lots. We also realized (south ramp expansion on drawing) that with the future terminal expansion and the terminal parking lot there are no remaining lots on the south end for anyone to build. We are looking at in conjunction with the hangar plans and applications/lease option agreements was to propose a project hopefully this year if not at the beginning of 2013 to make these expansion projects happen and that would accommodate the hangar.

Stein is out of space at the (Safto) Select Leasing hangar and looking to expand and become a permanent resident of the airport. With construction of this hangar Stein will no longer lease from Select Leasing. Conceptual plans have been reviewed and look good. Looking for conceptual approval by the Commission of the conceptual plans submitted and request for lot and a half to build on.

Richards – Make sense to split the section lot now and just lease out the lot and a half rather than have Stein lease two lots? If we do this we would not have any right to do something further with half a lot.

Stanich – This could be looked at. Need to check with engineers regarding setbacks.

Bluemke – So there are three lots?

Stanich – Currently there are four lots the way it was designed. We need to see how it would work if we split it into three lots because there is already one hangar in that area.

Richards – Concern of having further restrictions for any further expansion.

Bluemke – If they are leasing two lots why would they not pay for both lots?

Stanich – There are other hangar sites on the airport that have longer lots that not all the lots are useable. So we took that model of having a half a lot that is not useable and maybe they want to set that aside for future expansion to pay an undeveloped rate on the part of the lot they are not using. They would pay a developed rate on the full lot they are using.

Crowley – Parking area will be similar to Select Leasing building?

Stein – Parking will be on the backside of the building.

Crowley – Parking area not shown very well on the drawing.

Stanich – Drawing handed out only shows airport expansion projects not the actual hangar lots.

Crowley – In comparison what is the size of the Select Leasing hangar?

Stein – The new hangar would be bigger by one third. Interior space will grow immensely and offices will be around the perimeter.

Crowley – This will be the largest hangar on the Airport?

Stanich – Yes.

Crowley – Commission, any comments or questions?

Crowley – The hangar is similar in design and color scheme to hangars in the corporate area of the airport, very complimentary. There was a lot of work into designing the building.

Crowley – Commissioners, Stein is looking for conceptual approval, no final approval on the drawing or design. This would be your opportunity to share comments, concerns or something to discuss. This will give Stein time to make any modifications requested before final approval on the building.

Richards – Will hangar be same distance from taxiway?

Stanich – Same at Atlantic building.

Motion to approve conceptual plans submitted for lot 2641 Aviation Drive by Stein Aircraft Services by Secretary Richards with second by Commissioner Schoepke. Motion approved.

Further discussion – Ramp improvements

Stanich – Preliminary numbers, we are looking at a two million dollar project. Hopefully we will receive State aid which would be about 80% of the project and the County would pay 20% (about \$400,000). Rate on Investment (ROI) based on the current configuration with the hangars that are going in would be about seven to twelve year ROI depending on the option selected. Option one is dark blue on drawing; second option is to add the taxiway as shown on drawing; and third option is the full expansion on the ramp. Full expansion project is about two million with a seven to twelve year pay off. If Atlantic comes forward to build another hangar it reduces the pay off down to five to seven years.

Bluemke – Where is Atlantic on drawing?

Stanich – Currently Atlantic is the gray hangar on the drawing, they would build directly to the west and Stein would build down from Atlantic.

Richards – What is the time frame for the expansion project? Will Stein construction hinge on the ramp being completed?

Stanich – We are looking at August of 2014 for project completion. We are planning this project to begin construction in 2013.

Bluemke – What is the timing for State and County money?

Stanich – We need to request an appropriation fund balance to cover the County's 20% portion of the project. The request will be done through the County's Ordinance process. The Airport will create an ordinance to be presented by the Department of Public Works to the County Board for approval. Request for State funding is done through a petition process. We have a petition drafted to cover the ramp expansion and were told this would be funded in Spring of 2013. We are not seeking Federal funding on this project because we are short on time and because we have other priority airport projects that will be federally funded.

Schoepke – Will the County 20% money come from funds the airport currently has or something to be budgeted?

Stanich – We would use the fund balance we now have at which is about two million. We would then pay that money back.

Crowley – Is State funding always 80%? Or has this been reduced from 95-90% to 80%?

Stanich – State is 80% funding. Federal funding is 90%.

Crowley – Vote on previous motion by Secretary Richards and Commissioner Schoepke to approve conceptual hangar design plans for 2641 Aviation Drive, Stein Aircraft Services Inc. Motion passed.

Discussion and action on Hangar Sublease Agreement for 2315 Aviation Drive between Astraesus, LLC (Vanessa Jago) and Charles Schweiss

Stanich – Article 10 of the Land Lease Agreement, any sublease from a current lessee of the County to another person must have written consent and approval. Ms Jago contacted the airport manager's office to let him know she was renting space to an airport tenant/user. Ms Jago submitted the required documents and were reviewed by Corporation Counsel. Corporation Counsel requested an amendment. Ms Jago made the amendment and submitted documents to Corporation Counsel for review. Documents reviewed and everything in order. Request Commission's approval for sublease agreement for 2315 Aviation Drive.

Motion to approved sublease agreement for 2315 Aviation Drive by Commissioner Schoepke with second by Vice-Chair Bluemke. Motion passed.

Update on Airport Funding

Mr. Stanich and Greg Stern (Mead & Hunt) made a power point presentation to the Commission covering funding from the Federal Aviation Administration and the State for airport projects. Appropriations, authorizations, and the Airport Improvement Program funding will be covered in the presentation. (Power point presentation)

Authorization – A Bill passed by Congress that is a long-term funding bill. This year it was a four year funding bill that was passed in February. It sets the taxes that are put on aviation related business and takes those taxes and revenue and puts that money in to a trust fund. Funds from this trust fund are used for of day to day operations by the FAA. It pays FAA leases on buildings, FAA salaries and the Airport Improvement Building Program (runways, taxiways, hangar development and such). It also pays for other FAA programs.

Appropriation -

Schoepke – Would like a breakdown of funding.

Stanich – will work on getting this to the Commission.

Crowley – Thank you to Mr. Stern and Mr. Stanich for their presentation.

Chairman's Report

Crowley - Marketing and Master Plan for Future Commission agenda items.

Interim Airport Manager's Report

Precision approach has been fixed and waiting for flight check to come through for final inspection. We received assistance from the FAA on what to do and Public Works Facilities helped on the electrical side on this.

End of the year – making purchases of lighting, small office equipment/furniture and other essentials for operations.

Marketing – Extending marketing contract with StrateVantage.

Snow – Ready for snow removal whenever it arrives. No snow good for airport budget this year.

Crowley – Are inspections being made on the grounds and T-hangars and other facilities looking for damage or leaks?

Stanich – Working on T-hangar project (engineering structural report). T-Hangar repairs are being looked, there are structural issues and tuck point is needed.

Buildings/Grounds – Other buildings good and grounds clean.

Tower Activity and Fuel reports

Traffic Activity - Tower activity is down by 1-2% at the airport and down for the month. Looking for ways to bring more activity to the airport.

Fuel Report – Fuel sales continue to go up, good for the airport budget. We will be well over one million gallons. Thank you to Atlantic for marketing the Jet A fuel.

Richards – Update on WCTC entering into an educational program for aviation related activities. Mr. Richards and Mr. Stanich have met with WCTC and they are very interested. Only one problem-money. State making no allocation of funds for expansion of any program. There is a continued interest to provide this at WCTC.

Stanich – UW-Waukesha is working with Spring City on an educational partnership.

Future Agenda Items -

Marketing

Master Plan

Update on Airport Manager Position

Crowley – By January we will announce a new airport manager. Commissioner Bluemke and Crowley have been involved in the interview process. They have reviewed resumes and have made recommendations to Allison Bussler. The interview process is almost complete so by January we will have an announcement.

Thank you to Kurt and Val for management of the airport over the past several months. There have been no issues and you are doing a great job.

Adjourn

Motion to adjourn by Commissioner Falstad with Commissioner Schoepke. Motion passed. Meeting adjourned 8:28 a.m.

Next meeting: Wednesday, January 9, 2013 at 8:00 a.m.

Respectfully submitted,

Dick Richards

Secretary

December 12, 2012